

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ILSP Working Group Meeting Minutes - 01 September 1988

FROM EXTENSION NO. OL 10297-88
 A/Chm ILSP Working Group, Rm 3E14 Hqs. DATE 12 September 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
 NBPO Rep. 3E24 Hqs.

9/26

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15.

01 September 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

FROM:

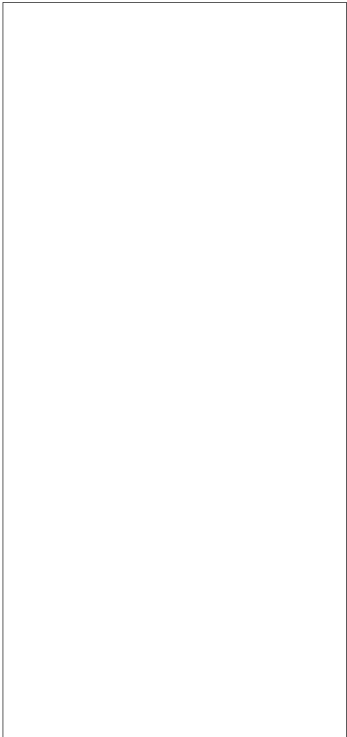

Acting Chairman, ILSP Working Group

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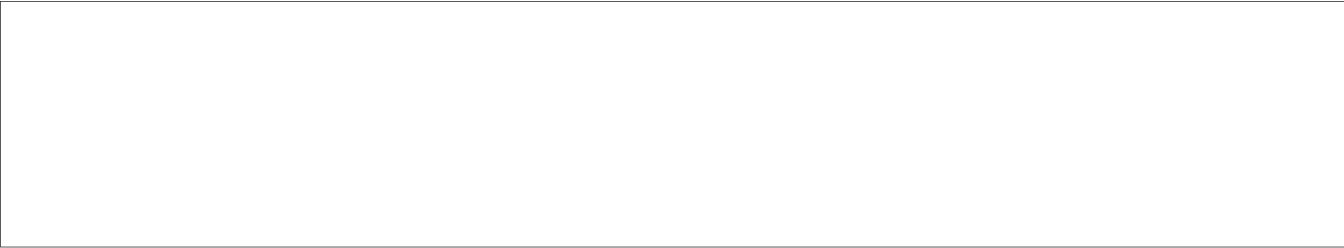
STAT

1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 01 September 1988. The following representatives were present:

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Acting Chairman, ILSP
ILSP
DS&T Alternate
ILSP
DCI Admin
DCI/Log
OIT/CED/SI
OSWR
DCI/OGC
OS/AS
OIT Representative
OS Representative
OS Alternate
DI Alternate
OL/FMD
OTE/AD
DA/MS
OIT Alternate
ILSP
OEA Logs
ILSP



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Attached is a copy of the meeting agenda. (Attachment 1)

2. The minutes of the previous meeting were approved without comment.

3 OL Topics

A. [] briefed the latest ILSP NHB Occupancy Schedule (See Attachment 2). The next scheduled moves are OEA on the weekend of September 9-10, 1988 and MPSS on the weekend of October 7-8, 1988. There is some thought being given to an early move of OGC and OIG into the South Tower, but that determination will not be made until early October. Vacated areas will be gutted shortly after a component leaves. All furniture, and partitions will be removed and power will be turned off. Construction will be planned to start within three weeks. Components who wish to install their own computers in an area prior to their move should coordinate with their ILSP Coordinator and with OIT, to insure a secure and successful installation.

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B. [] briefed on the status of NHB Fit-up and Survey work (Attachment 3). Progress is being made on schedule in all areas. Work is proceeding towards receiving approval of AF 95% layouts on September 2, 1988.

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C. [] reported that the installation of carpeting, furniture, and partitions in the NHB is on schedule. Components were advised that KOFCO will always be assigned to give a higher priority to the installation of group furniture than to the installation of component ordered furniture. Component ordered installations will be made by KOFCO when group installations have been satisfied.

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✓ D. There is nothing new to report on the status of the trash chutes in the NHB.

E. There were no other OL concerns or issues.

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4. OIT Topics

- A. The NESA move over the past weekend was very successful. The few problems that were discovered were fixed by the end of the first day, Monday, August 29, 1988.
- B. A major move of the SAFE Computer Center will be made over the Labor Day weekend. The move will start Friday afternoon, September 2, and should be completed by Sunday afternoon, September 4, 1988..
- C. There are problems with the 2700's on the fifth floor ISC, and OIT will look into them immediately..
- D. There were no other OIT issues or concerns.

5. OS Topics

- A. OS alarm work is on schedule and there were no problems to report.
- B. OSWR pointed out several security problems they have encountered in their new areas. Exterior wall joints along the perimeter windows have not been caulked, and sound travels between offices there as well as between interior offices that do not have insulated walls. People who are on the catwalks around the exterior of the building can look through the windows into offices where compartmented material may be on tables or desks. Access controls and warnings may have to be established to resolve the window problem. Caulking is scheduled for the perimeter walls and interior offices may have to be handled on a case-by-case basis to provide essential insulation.

6. OMS Topics

- A. There was no OMS representative present.
- B. There are several questions that have been asked about the use and control of the fitness center. OMS will be asked to provide a further briefing on the fitness center in the future.

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7. General Issues or Concerns

There were no new general issues or concerns.

8. Action Items Reviewed

ILSP-65 Provide a list of FMD/OPS Project Officers assigned to components- Closed - List distributed at the meeting (Attachment 4).

ILSP

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9. General Comments

- A. The North Parking Lot will be reallocated in the near future now that the DI has moved out.
- B. Components should make every effort to maintain the NHB in an immaculate condition and to treat the building with respect. The North Tower is no longer in a construction status and halls, snack bar areas, elevators, etc. should be kept clean.
- C. Carpeting of the halls will begin on the third floor NT in the near future.

10. The next ILSP WG meeting is scheduled for 15 September 1988 at 1000 in 3E14 HQs.

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ILSP WORKING GROUP
AGENDA
1 September 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

- OL TOPICS

- Overview of ILSP Schedule
- Status of NHB Fit-up and Survey Work
- Carpet, Partition & Furniture Progress Report
- Issues/Concerns?

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- OIT TOPICS

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- Status of PBX, Wang, and special wiring work in NHB
- Status of Computer Systems relocation
- Issues/Concerns?

- OS TOPICS

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- Status of Alarm work in NHB
- Issues/Concerns?

- OMS TOPICS

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- Issues/Concerns?

- GENERAL ISSUES OR CONCERNS?

- DA
- O/DCI
- DI
- DO
- DS&T

- ACTION ITEM REVIEW

- NEXT MEETING: 15 September 1988, 10:00 3E14 HQS

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COMPLETION DATES

31 August 1988

NORTH Tower Area	Agency Office	OL 100% Drawings	OL Provide Access	OIT UnderFloor Work	OL Carpet/ Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Working
Ground	OTS	-----	COMPLETE	-----	-----	-----	-----	-----*
	OL	030188*	031888*	051388*	051388*	082688	090688	051388*
	OP	080888	082988	120288	013089	020689	021389	020689
1st	OTS	-----	COMPLETE	-----	-----	-----	-----	-----*
	OIT u	041188*	042088*	071188*	091488	091688	092388	092188
	OIT m	-----	COMPLETE	-----	-----	-----	-----	-----*
2nd	OTS	-----	COMPLETE	-----	-----	-----	-----	-----*
	OIT xyz	033088*	042088*	070888*	091488	090688	092388	051388*
	OIT h	041188*	042088*	071588*	090688	092788	101388	051388*
	OTE	030988*	032388*	050988*	070788*	083088	101788	051388*
	OIT isc	-----	COMPLETE	-----	-----	-----	-----	-----*
	OSO	061088*	062088*	070888*	101488	102188	102888	042988*
3rd	OSWR	-----	COMPLETE	-----	-----	-----	-----	-----*
	OTS	-----	COMPLETE	-----	-----	-----	-----	-----*
4th	OSWR	-----	COMPLETE	-----	-----	-----	-----	-----*
	OTE	030188*	031588*	052088*	091488	091688	092388	051388*
	OP	062388*	072988*	112388	122288	123088	010689	123088
	PPS	072288*	092288	122088	020889	022389	030289	021589
	OMS	030188*	031588*	050988*	072988	082988	090688	051388*
	OTE 12	051188*	060388*	071288*	102888	112188	102688	051388*
	OTE 30	051188*	061088*	071288*	102588	111688	112388	051388*
5th	OSWR	-----	COMPLETE	-----	-----	-----	-----	-----*
	MPSS	020188*	020988*	041588*	071588*	071988*	100688	051388*
	OIT isc	-----	COMPLETE	-----	-----	-----	-----	-----*
6th	NESA	-----	COMPLETE	-----	-----	-----	-----	-----*
	OEA	-----	COMPLETE	-----	-----	-----	-----	-----*
	DITF	012188*	012888*	041188*	070888*	071888*	080388	051388*

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31 August 1988

COMPLETION DATES

South Tower Area	Agency Office	OL 100% Drawings	OL Provide Access	OIT UnderFloor Work	OL Carpet / Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Ready
Ground	OTS	080288	071588*	071588*	071588*	081788	081888	071588*
	OP	080888	111888	111788	032289	041289	041989	032989
	OIT	060888*	081788	081888	102688	111788	112888	110288
	OL	090188	091288	090988	011189	020280	020989	011989
	OS	091688	121988	122088	041989	051089	051789	042689
	OMS	080588	100788	101188	120588	122788	010489	121288
1st	OP	080188*	090188	090288	110888	120288	120988	111688
	OIT	060888*	083188	090188	010389	012589	020189	011089
	SE	070188*	101788	101488	021689	031089	031789	022489
	HIC	COMPLETE						
	OL	082588	091988	091688	110988	120588	121288	111788
	OP/EAA	080188*	082388	082288	102788	111888	112988	110388
2nd	OIT	060888*	090288	090188	112888	121988	122788	120588
	SE	070188*	101788	101488	021689	031089	031789	022489
	OIG	052588*	090888	090788	103188	110988	111788	110788
	CIC	081788	111588	111488	031789	040789	041489	032489
	ISC	072888*	110888	110788	031389	040389	041089	032089
3rd	OP	080188*	110188	103188	030689	032789	040389	031389
	OIT	060888*	090288	090188	102688	111788	112888	110288
	AF	081788	113088	112988	033089	042089	042789	040689
	OSWR	052588*	072288	072088	101288	110288	110988	101988
4th	OP	080188*	102788	102688	022289	031589	032289	030189
	ISC	091688						
	OS	091688	122088	121988	041989	051089	051789	042689
	OTE	060888*	082688	082588	121288	121988	122788	121988
5th	OP	080188*	102788	102688	030189	032289	032989	030889
	ISC	072888*	091288	090988	011189	020289	020989	011989
	OL	090188	120288	120188	040389	042489	050189	041089
6th	OL	HOLD						
	OF	HOLD						
	OGC	051788*	091988	091688	120588	121988	122788	121288

NOTES:

* ACTUAL completion date (dates without asterisks are PLANNED dates)

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FIT-UP WORK IN THE NEW HEADQUARTERS BUILDING

- * OGC CONSTRUCTION ON SCHEDULE - DUE 9 SEPTEMBER 88
- * OIG CONSTRUCTION ON SCHEDULE - DUE 8 SEPTEMBER 88
- * OTE RENOVATIONS ON SCHEDULE - VARIOUS DUE DATES
- * OSO CONSTRUCTION ON SCHEDULE - DUE 1 SEPTEMBER 88
- * CIC CONSTRUCTION ON SCHEDULE - DUE 1 NOVEMBER 88

- * OMS GYM - CONSTRUCTION DOCUMENTS IN CONTRACT STAFF
- * SE/DO - CONSTRUCTION DOCUMENTS IN CONTRACT STAFF
- * OP - (4th floor central, North Tower)
CONSTRUCTION DOCUMENTS IN CONTRACT STAFF

- * PREPARING CONSTRUCTION DOCUMENTS FOR BALANCE OF OP
- * PREPARING CONSTRUCTION DOCUMENTS FOR PPS/DO

- * AF - 95% DESIGN APPROVAL 2 SEPTEMBER 88

SURVEY WORK IN THE NEW HEADQUARTERS BUILDING

- * OS - REQUIREMENTS DUE 6 SEPTEMBER 88
- * OL - REQUIREMENTS PHASE WORKING
- * OF - ON HOLD

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